

**LOUISIANA SECRETARY OF STATE**  
**Division of Archives, Records Management and History**  
**3851 Essen Lane**  
**Baton Rouge, LA 70809-2137**  
**(225) 922-1200**

## **Vital Records**

Researchers may obtain any of the following vital records by visiting the Louisiana State Archives Research Library or may request the records by mail. The Archives maintains the following:

- Orleans Parish birth records for 1819-1906 (births over 100 years ago)\*  
(Index for 1790-1818, but no records)
- Orleans Parish marriage records for 1870-1956 (marriages over 50 years ago)\*\*  
(Index for 1831-1869, but no records.)
- Orleans Parish death records for 1819-1956 (deaths over 50 years ago)\*  
(Index for 1804-1818, but no records)
- Statewide death records for 1911-1956 (deaths over 50 years ago)\*

\*The only birth records that are currently available at the Archives prior to 1906 are from Orleans Parish. The only death records currently available prior to 1911 are from Jefferson and Orleans Parishes. Records from Orleans are filed separately from the combined statewide listing of all the other parishes in the state. Records prior to the dates listed above are probably nonexistent unless the parish where the birth or death occurred kept such a record. If the person being researched was Catholic, birth and death information would probably be shown in the records of the church or diocese where that person lived.

\*\*All marriage records, other than Orleans Parish, are maintained by the office of the Clerk of Court in the parish where the marriage license was purchased.

The Archives charges \$5.00 for each certified copy which includes a *three year search per surname*. Fees must be retained for both successful and unsuccessful searches. Searches are processed by a given year; therefore, a name, place, and date, or a span of three years is required to research a request. Patrons can also obtain a non-certified copy for 50 cents if they conduct their own research at the Archives.

---

***Please see reverse side for application form.***

**For more recent records, contact Vital Records Registry, P.O. Box 60630, New Orleans, LA 70160; Phone (504) 568-5152 or visit their web site at [www.dhh.state.la.us](http://www.dhh.state.la.us) for more information.**

## APPLICATION FOR A CERTIFIED COPY

Check only one of the two following categories. Please print information clearly.

1. ☐ Orleans Parish birth record (birth over 100 years ago)\*

**or**

2. ☐ Orleans Parish/ Statewide death record (death over 50 years ago)\*

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date (If unknown, indicate three year span to be researched)

\_\_\_\_\_  
Volume (if known)

\_\_\_\_\_  
Page/Certificate (if known)

\_\_\_\_\_  
City

\_\_\_\_\_  
Parish

3. ☐ Orleans Parish marriage record (marriage over 50 years ago)\*\*

\_\_\_\_\_  
Groom's Name (First, Middle, Last)

\_\_\_\_\_  
Bride's Name (First, Middle, Maiden Name)

\_\_\_\_\_  
Date (If unknown, indicate three year span to be researched)

\_\_\_\_\_  
Volume (if known)

\_\_\_\_\_  
Page/Certificate (if known)

**\*NOTE\*** Please limit ten (10) requests per mailing.

Submit check or money order to:

**Secretary of State | Vital Records | P.O. Box 94125**

**Baton Rouge, LA 70804-9125**

**Please do not send cash!** Phone (225) 922-2012 for assistance. Additional forms can be downloaded at: [www.sos.louisiana.gov/archives/archives/vitalrecords-1.pdf](http://www.sos.louisiana.gov/archives/archives/vitalrecords-1.pdf)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZipCode \_\_\_\_\_

Telephone number (day) including area code \_\_\_\_\_

Number of copies requested \_\_\_\_\_ Total fees due (\$5 each) \_\_\_\_\_

---

**For more recent records, contact Vital Records Registry, P.O. Box 60630, New Orleans, LA 70160; Phone (504) 568-5152 or visit their web site at [www.dhh.state.la.us](http://www.dhh.state.la.us) for more information.**